

## PAYROLL SUPERVISOR

### Purpose Statement

Under the direction of the Payroll Manager, assists in planning, organizing, prioritizing, assigning, training and supervising the work of payroll department staff; schedules, coordinates, supervises and participates in the input of District payrolls; and audits payroll records for the preparation, processing and maintenance of the district payroll operations.

### Essential Functions

- Assists in the planning, organizing, prioritizing, assigning, training, and supervising the work of payroll department staff; participates in specialized accounting work related to the preparation, processing and maintenance of the district payroll operations.
- Schedules, coordinates, supervises and participates in the input of District payrolls; monitors activities to ensure proper input of payroll changes and update of corresponding records; oversees and provides technical expertise to staff in preparation of salary worksheet, calculation of vacation and sick leave accruals.
- Audits payroll records for accuracy and departmental consistency, including monthly payroll payments, alternative retirement plans, payroll registers, monthly leave and other reports.
- Monitors operations to assure quality control of the Payroll Department's output reports and monthly payroll and compiles data to balance payroll accounts.
- Supervises and participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; audits various records, reports and statements for accuracy and completeness; makes corrections and adjustments as needed; develops spreadsheets and generates computerized reports.
- Downloads/Uploads data from/to the payroll and leave systems; manipulates data as appropriate and prepare reports.
- Assists in the selection and/or participates in the discipline/termination process of payroll department staff; reviews the work of assigned staff; conducts work audits as needed; renders performance evaluations.
- Monitors department workflow for the purpose of ensuring efficiency of operations.
- Determines need for users to access payroll systems and provides access levels as appropriate.
- Interprets and implements written and oral instructions related to union contracts, Education Codes, and County Office system rules; establishes procedures for maintaining updates as changes occur to assure compliance.
- Maintains a variety of manual and electronic documents, files and records (e.g. personnel records, statistical/financial reports, budget, payroll schedules, eligibility policies, benefits and retirement information, etc.) for the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality.
- Maintains and keeps staff current concerning knowledge of District policies, bargaining agreements, and applicable State and Federal laws, regulations and reporting requirements related to payroll functions.
- Conducts in-services for employees in areas related to payroll documents and procedures.
- Responds to inquiries and conducts research regarding various procedures and requirements (e.g. payroll procedures, record keeping requirements, interpretation of leave policies, wage garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing information and/or resolving problems.
- Communicates with District personnel, State and County offices and others to resolve payroll issues in a courteous manner; composes, distributes and responds to a variety of correspondence; serves as the district representative related to the payroll and leave systems; participates in structure alteration modifications related to the payroll and leave systems; and pilots new/altered systems when possible.
- Attends meetings, conferences, workshops, etc. (e.g. labor law, government requirements, payroll software applications, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Operates a variety of standard office equipment, including computer and assigned software.

### Other Functions

- Performs related duties as assigned.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent computer software; planning and organizing tasks and deadlines; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret complex materials; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: specialized accounting work related to the preparation, processing and maintenance of the district payroll operations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, data processing applications of accounting or a closely related field and three years of responsible automated technical payroll accounting experience. School district payroll experience and one year of lead or supervisory experience is desirable.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License and Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*